



September 11, 2013

Item No. 5

AUTHORIZATION TO ENTER INTO A CONTRACT WITH R4 SERVICES, LLC TO PROVIDE CHICAGO HOUSING AUTHORITY WITH OFFSITE RECORDS STORAGE SERVICES

To the Honorable Board of Commissioners:

RECOMMENDATION

It is recommended that the Board of Commissioners ("Board") authorizes the Chief Executive Officer or his designee to enter into a contract with R4 Services, LLC to provide Chicago Housing Authority with offsite records storage for a base term of two (2) years in an amount not-to-exceed \$129,000, with two (2) one-year options, in an amount not to exceed \$64,500.00 annually.

The Executive Vice President ("EVP") of Finance, the Office of the General Counsel and the Office of Procurement have completed all the necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

CORPORATE GOAL

The proposed program supports CHA's corporate goals of ensuring that the CHA's housing portfolio is safe, decent and sustainable.

FUNDING: General Fund

SOLICITATION SUMMARY

Specification No.:	RFP 13-01162
Vendor:	R4 Services LLC 1301 West 35th Street Chicago, IL 60609
Contract Type:	Professional Services
Base Contract Amount:	\$ 129,000 (Not-to-Exceed)
Base Contract Period:	2 Years (Service)
Contract Term:	September 21, 2013 through September 20, 2015
Option Period:	2 One Year Options September 21, 2015 through September 20, 2016- \$64,500 (Not-To-Exceed) September 21, 2016 through September 20, 2017- \$64,500 (Not-To-Exceed)
Solicitation Release Date:	June 7, 2013
Days Advertised:	20 days
Addendum:	One (1)

Publication(s): Sun-Times, Defender, Extra, BuySpeed, CHA Website
Pre-Bid/Proposal Date: June 13, 2013
Solicitation Due Date: July 1, 2013
Vendor List: 22
Assist Agencies: 66
Pick-up List: 22

Respondents: Two (2)

M/W/DBE Participation:

Direct:

MBE _____% WBE _____% DBE _____%

Indirect:

MBE 10.5% WBE 9.5% DBE _____%

Waiver: No (Yes/No)

Section 3:

Hiring 0 Subcontracting Waiver Approved (\$) Other Economic Opportunities \$1,935.00

GENERAL BACKGROUND

The Information Technology Services Department is responsible for ensuring that the Chicago Housing Authority ("CHA") continuously provides a systematic and effective program for managing the life cycle of the CHA's records and storage to support the agency's operations. Prudent business practices dictate having storage and service agreements in place to ensure critical business records are maintained. Storage is a critical factor in managing the records lifecycle and retention and in maintaining applicable compliance standards and practices.

The CHA issued a Request for Proposal ("RFP") #13-01162 on June 7, 2013. This RFP competitively solicited qualified firms and/or individuals who could provide Offsite Record Storage Services to the CHA. On July 1, 2013, two (2) responses were received. After scoring was conducted it was determined that R4 Services LLC was the most responsible and advantageous respondent. It is recommended to award them the contract for offsite record storage services.

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority board policies and all applicable federal (HUD) procurement laws.

Based on the foregoing, it is in the best interest of the CHA to authorize the Chief Executive Officer or his designee, to enter into a contract with R4 Services, LLC to provide the Chicago Housing Authority with offsite records storage for a base term of two (2) years for the period of September 21, 2013 through September 20, 2015, in an amount not-to-exceed \$129,000, with two (2) one-year options, in an amount not to exceed \$64,500.00 annually.

RESOLUTION NO. 2013-CHA-74

WHEREAS, The Board of Commissioners of the Chicago Housing Authority has reviewed the memorandum dated September 11, 2013 titled **"AUTHORIZATION TO ENTER INTO A CONTRACT WITH R4 SERVICES, LLC TO PROVIDE CHICAGO HOUSING AUTHORITY WITH OFFSITE RECORDS STORAGE SERVICES"**

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT, the Board of Commissioners ("Board") authorizes the Chief Executive Officer or his designee to enter into a contract with R4 Services, LLC to provide Chicago Housing Authority with offsite records storage services for a base term of two (2) years in an amount not-to-exceed \$129,000, with two (2) one-year options in an amount not to exceed \$64,500.00 annually.

These awards are subject to each Contractor's compliance with the CHA's applicable MBE/WBE/DBE, Section 3 resident hiring, and bonding and insurance requirements.



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